

# Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send to:

1 Clevedon Walk, Nailsea, Bristol, BS48 1WA

**Name and full postal address of your bank or building society**

To: The Manager	Bank/building society
Address	
Postcode	

**Name(s) of account holder(s)**

**Bank/building society account number**

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**Branch sort code**

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**Service user number**

1	6	2	9	3	2
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**Reference**

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FOR ALBION WATER LTD OFFICIAL USE ONLY  
**This is not part of the instruction to your bank or building society.**

**Instruction to your bank or building society**

Please pay Albion Water Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Albion Water Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

DDI7

Banks and building societies may not accept Direct Debit Instructions for some types of account.



This Guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Albion Water Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Albion Water Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Albion Water Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Albion Water Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Customer Reference Number:

Service Code

Please find enclosed your blank Direct Debit Instruction form. The Direct Debit Instruction form should be completed (inserting your Customer Reference Number as shown above in the 'Reference' box), signed and returned along with this slip in the reply envelope provided (no stamp required). Please retain the Direct Debit Guarantee section for your records.

### Direct Debit payment options

I would like to pay (please tick one box):

 **Monthly** **Six monthly (April & October)** **Single payment on receipt of bill**

I would like to pay on (or immediately after) the following date each month (please tick one box):

 **2<sup>nd</sup>** **15<sup>th</sup>** **25<sup>th</sup>**

Telephone number:

We may need to contact you to process your Direct Debit application

#### **Albion Water Limited**

1 Clevedon Walk

Nailsea

Bristol

BS48 1WA

T 03300 242020

[www.albionwater.co.uk](http://www.albionwater.co.uk)